



POSITION: EVENT MANAGER
LOCATION: South Lake Tahoe, CA
SALARY: \$24 - \$27 Per Hour
DURATION: April-December 15, 2024 - Actual dates are subject to change due to workload demands
SCHEDULE: Full time - Wednesday-Sunday. 3:00pm -11:30pm
Hours and dates may vary and are subject to change due to event schedule and workload demands.

HOW TO APPLY: Email Cover Letter and Resume with three references to Director@valhallatahoe.com

SUMMARY

We are seeking a dynamic, self motivated and reliable individual to join our team. The ideal candidate will be responsible for responding to wedding leads, communicating with clients and executing events during Valhalla Tahoe's 2024 season. Candidates must be familiar with contracting, event management software, event planning and execution, and have an interest in cultural arts and historic preservation. Successful candidates will also enjoy guest, client, staff and volunteer interaction.

Responsibilities:

Wedding and Event Sales and Management:

- Assist in selling events
- Schedules site tours for weddings and events
- Assist and oversee execution of events
- Answer all wedding related emails
- Manage all wedding inquiries and move clients through pipeline in CRM
- Coordinate with planners & caterers – answer questions about layout and setup
- Collect Day-Of Event Questionnaire prior to events
- Collect Certificates of Insurance (COIs) from all vendors and event clients 60 days prior to events
- Prepare event day clipboards with printed forms
- Assist with room flips and tear down of events
- Assist with social media by taking photos and posting updates to highlight Valhalla Weddings primarily on Instagram

Summer Art, Music, and Theatre Series:

- Assist in the production and execution of events
- Onsite ticket sales
- Interface with patrons
- Assist with planning and management of various special events including fundraising and membership drives
- Manages staff and volunteers at various events

Marketing Assistance:

- Post events to regional online calendars
- Distribute flyers/posters
- Updates onsite signage and fliers
- Plays key role in social media posting by taking photos and video at events and posting to social media

Administrative Assistance:

- Answers phone
- Talk with walk-in visitors
- Assists with daily facility management

Requirements:

- Must be able to lift and carry heavy objects, weighing up to 100 lbs, for event setup purposes. Stamina and physical endurance to handle the demands of event setup, site hosting, and gate shifts.
- Excellent interpersonal and communication skills to interact positively with clients, patrons, and guests. Ability to handle customer inquiries and concerns professionally and with a problem-solving mindset.
- Precise and meticulous approach to event setup to ensure everything is arranged accurately. Ability to follow event guidelines and enforce them throughout the event.
- Willingness to work irregular hours, including weekends and evenings, to accommodate event schedules. Adaptability to handle unforeseen situations and changes during events.
- Collaborative attitude and ability to work effectively with the event management team and other staff members. Willingness to assist with tasks beyond the primary responsibilities during peak event periods.
- Event Sales and/or event management experience
- Transparent and high-integrity leadership
- Strong written and oral communication skills
- Ability to schedule, organize and manage site events
- Working knowledge of Microsoft Office Suite - including Word and Excel
- Working knowledge of Canva, Adobe Suite or other graphic design software
- Demonstrated capacity to respond with a sense of urgency to issues, disseminate information to relevant parties quickly and accurately and resolve issues in a timely manner.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector is desirable